



*Maine Department of Transportation*  
*Direct Hire*  
**Project Manager II**

Bulletin 12-105

**CODE:** 6351      **RANGE:** 30 (supervisory)      (\$49,961.60-\$68,577.60 annually)

**Value of State-paid Health and Dental Insurance:**

\$341.08 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

**Value of State's share of employee's retirement: 11.54 % of pay.**

**SEARCH OPENED:** 11/06/12

**CONTACT:** Jean Higgins

**CLOSING DATE:** 11/21/12; 4:30 p.m.

**TELEPHONE:** (207) 624-3675

**POSITION TYPE:** Permanent full-time

**LOCATION:** Dixfield

**POSITION #:** 02500-1323

**BUREAU/DIVISION:** Project Development/Highway Program

**JOB DESCRIPTION:** Responsibilities include leading the coordination of assigned work of a multidisciplinary team of professional engineers, specialists and technicians for a portfolio of public works projects, in order to accomplish the purpose of each project as scheduled and within budget from inception to completion. Facilitate communication with team members, public town officials, Region management, and other stakeholder groups in order to discuss on-going project issues and resolve problems. Other responsibilities include proactively working with information management tools and systems to ensure timely access and reporting through out the Department; coordinating activities of a team in order to evaluate specific phases of a project or the impact of its activity and to ensure projects meet the quality standards and are delivered on schedule.

**MINIMUM QUALIFICATIONS:** Registered as a Professional Engineer and at least one (1) year of project management experience at the professional level or 12 years of technical engineering experience with at least three years of project management experience.

**SELECTION PROCESS:** Applicants must forward a cover letter, current resume, and completed Direct Hire application and copies of post-secondary transcripts/licensing/registration and certifications to: MaineDOT, Human Resources, Attn: Jean Higgins, 16 State House Station, Augusta, ME 04333-0016, no later than **4:30 p.m., Wednesday, November 21, 2012.** Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins at (207)624-3675** to be interviewed along with certified candidates. Applications are available by calling, (207)624-3050, and on the MaineDOT website: [www.maine.gov/mdot](http://www.maine.gov/mdot)

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES